# ADEPT Evaluation Results – Special Areas

There are several components to evaluation results. Results will be entered by the principal, evaluation chair or evaluator and district ADEPT Administrator.  This guide provides instructions for entering the results for special area evaluations. These steps are the same for all evaluation levels for special areas.

**Special Area Evaluations** (Includes GBE)**:**

1. Educator Comments – added by the educator (not required)
2. Final Conference Date – added by the principal, evaluation chair or evaluator
3. Evaluator comments – added by the principal, evaluation chair or evaluator (not required)
4. Final Overall Status – added by the principal, evaluation chair or evaluator
5. Recommendations for Next Year (Next Evaluation and Contract Level and Hire Status) – Entered by the ADEPT Administrator.
6. Signatures – Entered by the principal, evaluation chair and/or evaluator and the district ADEPT Administrator and educator.
7. Completion status – Set by the district ADEPT Administrator. *If the educator is unavailable to sign the results, the reason can be added to the completion status by the district ADEPT administrator.*

**Step 1**: Click *Evaluations* on the navigation menu bar.

**Step 2**: Locate the evaluation and click *Details.*



**Step 3:** Click *Results*.

**Step 4:** Click *Edit* to add the Final Conference Date and Evaluator Comments (if needed). This can be completed by the Principal, Evaluation Chair or an evaluator from the assigned evaluation team.

🎓 Librarian (Elementary) Sweetgrass2404 (816990)

2018-2019 Evaluation  |  Sweetgrass2404 County School District  |  Continuing                                    🖨 Print to PDF

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**Results**

👤 Educator Profile

Evaluation Results

Educator Comments & Feedback

**Educator Comments**                                              [ no comments ]
Feedback and comments from the Educator

Final Conference & Comments                                                        ✎ Edit

**Final Conference Date**                                           [ blank ]
The date of the final conference.

**Evaluator Comments**                                             [ no comments ]
Feedback and comments from the Evaluator(s)

Final Evaluation Ratings                                                           ✎ Edit

**Overall Status**                                                 Unknown
The overall status of the evaluation.

**Step 5:** Enter the Final Conference Date and Evaluator Comments (if needed). Click *Submit.*

🎓 Librarian (Elementary) Sweetgrass2404 (816990)

2018-2019 Evaluation  |  Sweetgrass2404 County School District  |  Continuing

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Final Conference

**Final Conference Date**                          mm/dd/yyyy
The date of the final conference.

**Evaluator Comments**
Feedback and comments from the Evaluator(s)

You have 4000 characters remaining

Submit    Cancel

**Step 6**: Click *Edit* to enter the Overall Status This can be completed by the Principal, Evaluation Chair or an evaluator from the assigned evaluation team.

Final Evaluation Ratings                                    ✏ Edit

**Overall Status**                                   Unknown
The overall status of the evaluation.

Signatures

⚠ This evaluation cannot be signed because it is missing one or more of the following:
  • Overall Status

No signatures found

**Step 7:** Select the Overall Status from the dropdown and click *Submit*.

🎓 Librarian (Elementary) Sweetgrass2404 (816990)

2018-2019 Evaluation  |  Sweetgrass2404 County School District  |  Continuing

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Summary             **Overall Status**                              Unknown                    ▾
Attachments         The overall status of the evaluation. Not all option may be available
                    depending on the results of the observations or summary evaluations.
**Results**
                              **Submit**   Cancel
⚇ Educator Profile

**Step 8:** The principal, evaluation chair, evaluator and/or educator can now add an electronic signature to the results. Click *Add my signature*.

**Note:** *The district ADEPT administrator will not sign until the he/she has entered recommendations.*

**Evaluator Comments**                              notes for educator
Feedback and comments from the Evaluator(s)

Final Evaluation Ratings                                    ✏ Edit

**Overall Status**                                  Met
The overall status of the evaluation.

Signatures

+ Add my signature

**Note:** *If the **Add my signature** link is not visible, a required element for results has not been completed. Please see the yellow message box to identify the missing required elements to sign.*

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### Final Evaluation Ratings                                                      ✎ Edit

**Student Learning Objective Rating/Score**          N/A                    0.00
The score of the student learning objective.

**Overall Status**                                                Unknown
The overall status of the evaluation.

Signatures

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⚠ This evaluation cannot be signed because it is missing one or more of the following:
  - Student Learning Objective Rating/Score
  - Overall Status

---

No signatures found

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**Step 9:** This step will be completed by the district ADEPT administrator. Click *Edit* to add Recommendations for Next Year to include evaluation level, contract level and hire status.

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Recommendations for Next Year                                          ✎ Edit

**Next Evaluation Level**                                Unknown

**Next Contract Level**                                  No Data

**Hire Status**                                          Unknown

Signatures

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⚠ This evaluation cannot be signed because it is missing one or more of the following:
  - Next Year's Recommended Evaluation Level
  - Next Year's Recommended Contract Level
  - Next Year's Recommended Hire Status

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✐ 01/23/2019 01:09 PM
Elementary (Staff)
Sweetgrass2404
*Evaluator*

**Step 10:** Select the next evaluation level, next contract level and hire status. Click **Submit**.

🎓 Teacher2 (Elementary) Sweetgrass2404 (908739)

2018-2019 Evaluation | Sweetgrass2404 County School District | Annual 4

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👤 Educator Profile

🔧 Request Correction

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Recommendations for Next Year

**Next Evaluation Level**          ➡️          Unknown ▾

**Next Contract Level**          ➡️          No Data ▾

**Hire Status**          ➡️          Unknown ▾

➡️          **Submit**   Cancel

Created 1/17/2019 1:49:19 PM by 110463
Modified 1/18/2019 10:05:52 AM by 110463

**Step 11:** The district ADEPT administrator can add his/her signature. Click **Add my signature**.

Recommendations for Next Year                                                                 ✏️ Edit

**Next Evaluation Level**                          Formative

**Next Contract Level**                          Annual 2

**Hire Status**                          Rehired

Signatures

↗️

+ Add my signature

**Note:** *Signatures can be added in any order. However, if the evaluation has been marked as complete, signatures can no longer be added.*

**Step 12:** The district ADEPT Administrator will mark the evaluation as complete. Once complete, the evaluation cannot be edited. Click *Edit* to add the completion status.



**Note:** *If the edit option is not displayed, it would indicate the required district-level signature has not been added to the results page. Either a district ADEPT administrator or Superintendent is required to sign the results page.*

**Step 13:** Check the box for *Evaluation Complete?* If the educator has not signed the results page, please select a reason the educator did not sign. Click *Submit*.



The evaluation is now complete. If the record needs to be edited, the district ADEPT administrator can remove the complete check box to open the evaluation provided the academic year has not closed.

*Contact SCLead.org support for technical assistance.*

*1-877-314-1412 or https://sclead.org/help/support.*